

Long Wittenham Pre-School Registration Form

Child's details	
Child's first names:	Last name:
Likes to be known as:	
Child's full address:	
Main email address for Pre-school correspondence:	
Date of birth:	Gender:
Birth Certificate seen:	YES / NO
Family details	
Name of parent/carer:	
Relationship to child:	
Daytime/work telephone:	Mobile:
Home telephone:	
Home address:	
Work address:	
Email address:	
Does this parent have parental responsibility for the child?	YES / NO
Name of parent/carer:	
Relationship to child:	
Daytime/work telephone:	Mobile:
Home telephone:	
Home address:	
Work address:	
Email address:	
Does this parent have parental responsibility for the child?	YES / NO

Emergency contact details, if parents are not available, who are authorised to collect the child.

Emergency contacts must be local.

PASSWORD : (collectors will be ask for this and ID on collection)

1) Name:

Address:

Telephone number:

Relationship to child:

2) Name:

Address:

Telephone number:

Relationship to child:

3) Name:

Address:

Telephone number:

Relationship to child:

About your child

Does your child have previous experience of attending a childcare setting? If yes please specify:

Are your child's immunisations up to date?

Does your child have any on-going medical conditions? If yes please specify:

Does your child have any known allergies or food intolerance? If yes please specify:

Does your child have any special needs or disabilities? If yes please specify:

Are any of the following in place for your child?

SEN action plan

Education, Health and Care Plan

What special support will they require in our setting?

Details of Professionals involved with your child:	
Doctor's Name:	Telephone:
Address:	
Dentist's Name:	
Telephone:	
Health Visitor's Name: <i>(if applicable)</i>	
Telephone:	
Social Care Worker's Name: <i>(if applicable)</i>	
Telephone:	
Cultural background	
How would you describe your child's ethnicity or cultural background?	
What is the main religion in your family (if applicable)?	
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged while they are with us?	
What language(s) are spoken at home?	
If English is not spoken at home will this be your child's first experience of being in an English speaking environment?	YES / NO
Please give any other information that is important for us to know about your child.	
Funding	
Do you have either 2 year old or 30 hour funding for your child?	YES/NO
If YES, Funding number (if known):	NI number:
Two year old progress check – children aged 24-36 months:	
As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and will discuss it with you.	
If your child is aged between 24-36 months, has a two year old progress check already been completed for your child?	YES / NO
Setting completing check:	Date completed:

Parental Consents: <i>please delete as necessary</i>	
I consent for my child to be taken out as part of the daily activities of Long Wittenham pre-school (walks etc). I understand that further consent will be requested for major outings.	YES / NO
I consent for my child to be photographed and videoed during play at Long Wittenham Pre-school. I understand that these images will be used for Pre-school displays and in Pre-school publicity. This will include Pre-school's website.	YES / NO
I consent for images of my child to be posted on the Pre-school Facebook page.	YES / NO
I consent for Long Wittenham Pre-school staff to seek emergency medical advice or treatment for my child and to take my child to the nearest Accident and Emergency Unit to be examined or treated or admitted as necessary, on the understanding that every attempt has been made to contact me or I have been informed and am on my way to the hospital. A member of Long Wittenham Pre-school staff will accompany my child and stay with them until my arrival.	YES / NO
Tapestry – I consent for Long Wittenham Pre-school to use Tapestry to create an online learning journey for my child. I understand that I will be able to access the information on the Tapestry website.	YES / NO
I consent for images of my child to be included in group observations.	YES / NO
Woodland Adventure - I give permission for my child to attend Woodland Adventure sessions and to use tools while at the session on a 1:1 basis (always supervised).	YES / NO
Nappy Changing and Personal Care – I give permission for Long Wittenham Pre-school staff to change my child's nappy and clothing as necessary during the pre-school session.	YES / NO
Sun Cream Application – I give permission for Long Wittenham Pre-school staff to apply either home supplied or pre-school supplied sun cream to my child as necessary.	YES / NO
Signed:	
Print name:	
Date:	

For information on why we request information about you and your child, and how we use it, please see our Privacy Notice which can be found in our Policies and Procedures folder and on the website.

When you register your child at Long Wittenham Pre-School, we require a non-refundable £50 deposit. This £50 will be deducted from your first invoice or, if your child's place is fully funded, will be returned to you once funding has been approved.

Payment should be made either by cheque (made payable to 'Long Wittenham Pre-School') or via bank transfer to: Long Wittenham Pre-School, Sort code 30-93-93, Account No. 19883260

Session Information:

My preferred start date for my child is:

I would like my child to attend the following pre-school sessions. I understand that I will either claim for funding for my child's place and / or will receive an invoice requesting payment for the sessions. I understand I will have the opportunity to increase their sessions each term, subject to availability. Thursday mornings spent at our Woodland Adventure site are only available for children from the age of 2 1/2 years. Please note that Thursday morning session timings are 8.45am-11.45am. Please tick your preferred sessions:

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club (8.30)				Not open	
Early morning drop off (8:45)					
Morning session (9:00 - 12:00)					
Lunch club (12:00 - 13:00)				Not open	
Afternoon session (includes lunch club) (12:00 - 15:00)				Not open	

- I understand that if I wish to remove my child from Pre-School I will need to give one full term's notice in writing.
- I confirm that I have read and agree to the Terms & Conditions for Parents attached to this form.

Signature

Signed:

Print name:

Date:



TERMS & CONDITIONS FOR PARENTS

Admission

Children aged 2, 3 and 4 are welcome to join our Pre-School, though we believe that children will get the most out of their time with us if they join from the September after they have turned 2. You will need to complete a registration form, and after payment of the £50 registration fee your child's place will be secured.

Please refer to our Admissions policy for further details (available on our website).

Registration Fee

The £50 registration fee secures your child's place, and is fully refundable in your child's first term at Pre-School. If you are fee-paying this will be deducted from your first invoice. If your child is fully funded then the fee will be returned to you once funding has been confirmed.

Fees and Invoices

All fees are charged termly and you will receive an invoice in the first 2 weeks of each term. Fees are payable during periods of absence from Pre-School, including sickness and any holidays taken when Pre-School is open. Fees are reviewed annually and so any increases will only occur once during the year. Any such increase will be notified by the Pre-School at least one term in advance of the increase being applied.

A term's written notice is required if you no longer require the place, if you wish to withdraw your child or make changes to your child's session days.

Fees will not be refunded or waived for absence, whether through sickness or any other reason.

If fees remain unpaid and go into arrears, Pre-School have the right to deny the child a place at Pre-School.

For more details of current Fees and how to pay please refer to our Fees Policy (available on our website).

Opening Times

Pre-School is open Monday 9am-3pm, Tuesday 9am-1pm, Wednesday 9am-3pm, Thursday 8.45am-11.45am, and Friday 9am-3pm. Additionally Breakfast Club is offered on all days except Thursday, and runs from 8.30am-9am. Early Drop off from 8.45am is available on all days except Thursday. Pre-School is open term time only and is closed for all bank holidays.

Personal Property and Belongings

The Pre-School cannot be held responsible for any loss or damage to any parents', carers' or child's property or belongings. Every reasonable effort will be made by the Pre-School staff to ensure that property or belongings of any parent, carer or child is not damaged. Please ensure your child's clothing is clearly labelled and we suggest that all toys, books and equipment are left at home. Parents are requested to send their children in wearing clothes and shoes suitable for play and painting. We also ask parents to provide a pair of indoor shoes or slippers for their children to use if outdoor shoes become muddy.



Insurance

Pre-School has extensive insurance cover for Pre-School based activities and outings. Details of the insurance may be requested from the Office Manager. The Certificate is displayed on the Pre-School notice board.

Liability

The Pre-School accepts no liability for any losses suffered by parents arising directly or indirectly as a result of Pre-School being temporarily closed or the non-admittance of your child to the Pre-School for any reason. We accept no responsibility for children whilst in their parents' care on Pre-School premises.

Accidents and Illness

Pre-School reserves the right to administer first aid and any emergency treatment as required. Parents will be informed of all accidents and will be asked to sign an accident record form. If emergency treatment at hospital is required the Pre-School will make all reasonable attempts to contact the parents, but if this is not possible we are authorised to act on behalf of the parents and authorise any necessary emergency treatment.

We will administer medicines only if the parents have completed a medicine consent form.

We may require parents to withdraw their child from the Pre-School in the event that they require special medical care or attention which is not available or refused by the parent, or it is considered that the child is not well enough to attend Pre-School. We may also ask parents to withdraw their child from Pre-School if we have reasonable cause to believe that the child is suffering from or has suffered from any communicable disease or infection. Please refer to our health and illness and emergency policy regarding exclusion and incubation periods by which we are bound. Parents must inform the Pre-School if the child is suffering from any illness, sickness or allergies before attending Pre-School. The Pre-School is mindful of the needs of working parents and will endeavour to provide continuity of service where possible within the recommendations of the health protection agency by which the Pre-School is bound.

Agreement

These Terms and Conditions represent the entire agreement and understanding between the parents (including other carers) and the Pre-School. Any other understandings, agreements, warranties, conditions, terms and representations, whether verbal or written, expressed or implied are excluded to the fullest extent permitted by law. We reserve the right to update/amend these Terms and Conditions at any time. One month's notice will be given of any changes made.